

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
April 9, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, April 9, 2025, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart, Ms. Noralu Kahle, Dr. Kent Brandeberry and Mr. Kyle Stechschulte. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Director of Nursing Sherri Recker, Director of Fiscal and Human Resources Jodie Lammers, and Director of PCHH, Trent Boop. Mr. John Schlumbohm, County Commissioner was a guest of this meeting.

The meeting was called to order at 6:01 PM by Mr. Stechschulte.

Mr. Burkhart made the motion to approve the minutes from the March 12, 2025 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

The group again discussed VIP, the new accounting system being implemented by the county. A concern was voiced about bills that come in after the Board Meeting and have a due date prior to the next Board of Health Meeting. It was determined that Mr. Burkhart would reach out to Ms. Troyer with the State Auditor's Office for guidance on this matter. After guidance is obtained, Ms. Rieman and Mr. Boop will develop a resolution for the Board to consider for the payment of invoices between Board of Health meetings.

Putnam County Health Department

Fiscal Business:

Ms. Kahle made a motion to approve expenditures for March 2025, seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart made a motion to approve the following appropriations and transfer, seconded by Dr. Brandeberry. Motion carried.

- Increase appropriation within Fund 8063, General Health - \$25,000 into 806346380506008, E12, Other
- Increase appropriations within Fund 8125, Septic - \$25,000.00 into 812546380506000, 125 OT (other) and \$25,000.00 into 812546380504000, 125 SU (supplies/postage)
- Appropriate \$1,000.00 in Fund 8094, Pools; 809446380502100 (medicare tax)
- Appropriate \$300.00 in Fund 8095, Parks; 809546380502100 (medicare tax)
- Appropriate \$8,000.00 in Fund 8073, PHEP; 80734638050300 (contracts)
- Appropriate \$3,120.77 in Fund 8173, Adolescent Health, 817341380510000 (transfer out). Transfer \$3,120.77 from 817341380510000 into General, 806321380421000 (transfer in)

Ms. Verhoff made a motion to approve the following purchase orders/requisitions, seconded by Ms. Kahle. Motion carried:

- 25-DOH-0002 General – Metopio \$20,000.00
- 25-DOH-0004 Septic – WPCLF \$50,000.00
- 25-DOH-0005 General – Other \$25,000.00
- 25-DOH-0006 Septic – Other \$25,000.00

- 25-DOH-0007 PHEP – Contracts \$8,000.00
- 25-DOH-0008 Septic – Supplies \$25,000.00

Ms. Kahle made a motion to approve the following payment once invoices are obtained, seconded by Dr. Brandeberry. Motion carried.

- Elan Financial Services Credit Card #1 TBD
- Elan Financial Services Credit Card #2 TBD
- Fulton County Health Department \$3,156.68
- Metopio, Inc. \$18,225.00
- Ohio Division of Real Estate TBD
- Soil & Environmental Consulting Svc \$1,350.00

Mr. Burkhardt made a motion to approve the 2025 1st Quarter Credit Card Report for PCHD. The motion was seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman shared with the Board of Health that following the March Board Meeting, there was a transfer of payroll medicare tax within funds because within VIP, this has its own line item. Mr. Schlumbohm verified that this occurred with other county offices as well.

Environmental Division Business:

Ms. Rieman reviewed the EH Division and Operation and Maintenance Monthly report with the Board of Health.

Ms. Rieman also noted that Ms. Skulina voiced interest in being considered for the Director of Environmental Health position. Ms. Verhoff made a motion to approve the hiring of Beth Skulina in the Director position, seconded by Ms. Kahle. Motion carried.

Nursing Division Business:

Ms. Recker reviewed the PCHD Nursing Report that was included in the Board Packet.

It was reported that Putnam County had one individual who was a contact to the Allen County Measles case. At the time of this meeting, there were 11 cases in Ohio.

The Putnam County Health Department is the only health department in the state that does not charge for school vision screenings. While we would like to be able to continue providing these at no cost to the schools, with funding concerns from the state and local level, it is necessary to generate income for the department. Mr. Stechschulte made a motion to begin charging schools an hourly rate for vision screenings, seconded by Ms. Verhoff. Motion carried. Ms. Recker will speak to the school superintendents at their May meeting.

Administrative Business:

Ms. Rieman shared the PCHD 2025 Strategic Plan – 1st Quarter Update. Highlights from the pillars were discussed with the Board of Health.

Putnam County was not affected as severely as other Health Departments with the loss of funding of the Enhanced Operations 23 grant. This money was used toward communicable disease control and paid for nurse time to investigate reportable diseases as well as our shared Epidemiologist contract with Henry County Health Department. Moving forward, any time spent with communicable disease will be paid for out of the general fund. Our Epidemiologist contract with Henry County will be paid using funds from our Workforce Grant.

Ms. Rieman shared that she spoke with Ben Albrecht, our HR attorney about our options if additional funding is cut. Furloughs are preferred if action needs to be taken to reduce staffing costs. At this time, it is not necessary to take action. If further funding cuts occur, the Board would like to discuss this prior to action being taken.

Ms. Rieman shared the PHSCO 2024 Annual Report with the Board of Health.

Ms. Recker shared information on our Community Health Assessment that is in progress as well as the Metopio Program that Putnam County agencies are contributing toward to display our community data. This presentation counts as 15 minutes of Continuing Education for Board of Health Members.

Putnam County HomeCare and Hospice

Mr. Burkhardt made a motion to approve the expenditures for March 2025, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Now Purchase Orders.

Dr. Brandeberry made a motion to approve the following transfers, seconded by Ms. Verhoff. Motion carried.

- Within Fund 8059 - \$203.22 from 8059-46-300-202300 (059FR) to 8059-46-300-502200
- Within Fund 8066 - \$7,753.07 from 8066-46-300-502300 (66FR) to 8066-46-300-502200
- Within Fund 8116 - \$1,389.16 from 8116-46-300-502300 (116 FR) to 8116-46-300-502200
- Within Fund 8101 - \$7,453.87 from 8101-46-300-502300 (101 FR) to 8101-46-300-502200

Ms. Verhoff made a motion to approve the 2025 1st Quarter Credit Card Report for PCHH, seconded by Dr. Brandeberry. Motion carried.

Next month, Mr. Boop plans to have the new VIP auditor system reconciled with the agency Quick Books. He will have a financial report at the next Board of Health meeting.

Agency Update

The April PCHH Board of Health presentation was reviewed with the Board of Health. Highlights include: agency work on obtaining contracts with providers; a change in pharmaceutical and office supply vendor; a new process in converting patients from palliative to hospice care; addition of private pay services; and steps being implemented to improve our services.

Business Meeting

The QAPI (including updates on our Performance Improvement Plans) and Marketing Reports were included in the materials sent to the Board prior to the meeting.

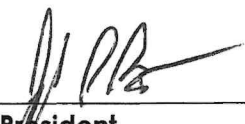
A report titled "Subject: Summary of Research on Historical Bad Debt in Accounts Receivables (2017-2023)" was included in materials sent to the Board of Health and was reviewed by Mr. Boop. This report highlighted the contributing factors and corrective actions taken. It was determined that the bad debt during this period is \$1,036,934. Mr. Burkhart made a motion to write off the bad debt totaling \$1,036,934, seconded by Ms. Verhoff. Motion carried.

The Strategic Plan Objectives, the updated Organizational Chart and Mission Statements were sent to the Board of Health. At an upcoming meeting, the Annual Evaluation will be presented.

Mr. Boop provided information to the Board of Health about Artificial Intelligence and how it can be used to enhance operations. Examples of how it was used were provided. This presentation provided 15 minutes of continuing education for Board of Health Members.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:55 PM.

Above are the notes of the meeting held on this date by the Health Commissioner of the Putnam County Health Department and they are not an exact transcription.



President

Secretary